



STATE OF MICHIGAN  
CIVIL SERVICE COMMISSION  
MI HR SERVICE CENTER

# Welcome to MI HR

*A guide to your human resource questions*



**Available to employees in these Executive Branch departments:**

- ❖ Agriculture
- ❖ Civil Rights
- ❖ Civil Service
- ❖ Community Health
- ❖ Corrections
- ❖ Education
- ❖ Environmental Quality
- ❖ Executive Office
- ❖ History, Arts & Libraries
- ❖ Human Services
- ❖ Information Technology
- ❖ Labor & Economic Growth
- ❖ Lottery
- ❖ Management & Budget
- ❖ Military & Veteran Affairs
- ❖ Natural Resources
- ❖ State Police
- ❖ Transportation
- ❖ Treasury



---

# Welcome!

Human Resources plays an important role in your employment. MI HR is a combination of HR services and resources designed to give you easy access to update, change, or review your personnel information.

Take a few moments to review the following pages and familiarize yourself with the many ways that we want to serve you in the workplace.

## **MI HR Self-Service**

**Page 4**

What could be easier than using an on-line website from work or home to access or modify your personnel information? It is fast, convenient, and confidential!

## **MI HR Information**

**Page 7**

Do you find it difficult searching through stacks of policies and procedures to find answers to general personnel questions or forms? This on-line repository of information is tailored just for you!

## **MI HR Service Center**

**Page 8**

The staff at the MI HR Service Center are available to assist you with a wide variety of HR issues.

## **Agency HR Office**

**Page 10**

Your local HR office can assist you with strategic issues such as recruitment, classifications, labor relations, disability management, selections, and processing your payroll.

---

## MI HR Self-Service

MI HR Self-Service is an on-line web-based tool designed to provide you with access to update and view your personnel information. You can view your earnings statements, manage your direct deposits, view current benefits, complete benefits changes during open enrollment periods, change address, and much more, all from your home or work computer.



### New Employees

Your MI HR Self-Service account will be created one day after your HR Office enters your hire information into the system. HRMN Central Security will create an account and mail three separate letters to your home address on record.

The first letter notifies you that your MI HR Self-Service account has been created and provides you with your MI HR Self-Service username. A wallet card with your username, additional web addresses and contact information is also included in the letter.



The second letter includes a temporary PIN and instructions on how to set up your security profile on-line and activate your MI HR Self-Service account.

Once you have completed your security profile and submit the information on-line, your new password will appear in a pop-up window for **93 seconds**. Your MI HR Self-Service account will be fully activated and accessible within 10 minutes after receipt of your new password.

You will receive a third letter thanking you for activating your account and giving you the address to the self-service log in page.

---

## MI HR Self-Service continued...

### Need Help Getting Your First Password?

If you have difficulty obtaining your first password, or would like someone to walk you through the process, please contact the MI HR Service Center toll free at 877-766-6447. Hours of operation are Monday through Friday from 7:00 a.m. to 6:00 p.m. Be sure to have your username and temporary PIN available when you call.

### Logging in to MI HR Self-Service

Once you have received your MI HR Self-Service password in the mail, you are ready to log into your MI HR Self-Service Account. Using Internet Explorer version 6.0 or higher, go to the MI HR Gateway at [www.michigan.gov/selfserv](http://www.michigan.gov/selfserv).

From the Gateway page, you will see three icons for self-service: Earnings Statement, Self-Service from Work, and Self-Service from Home. The Earnings Statement icon allows you to go directly to the page where you can view your bi-weekly check stub. To log in to self-service using a computer at work, click the second icon. To log in using any computer with an Internet connection, click the third icon.



**Enter your username and password into the login box and click OK.**

Your user name for MI HR Self-Service can be found on your MI HR Wallet Card. It is your seven-digit employee ID number preceded by a lowercase h (example, h1234567). If you have a six-digit employee ID number, it is preceded with a lowercase h and the number zero (example, h0123456).

---

## MI HR Self-Service continued...

Your password is a system-generated combination of letters, numbers, and special characters, eight characters in length. At this time, only system generated passwords are accepted. You cannot change your password to something familiar.

### Resetting Your MI HR Self-Service Password

If you previously had a MI HR Self-Service password but have forgotten or lost it, you can request a new password on-line. All passwords are computer generated, consisting of eight randomly selected characters, letters, and/or numbers. You cannot choose your own password.

To reset your password, go to the MI HR Gateway at [www.michigan.gov/selfserv](http://www.michigan.gov/selfserv) and click the "Password help" link. Select "Reset your MI HR Self-Service Password" and complete the form by entering your



---

---

*Should you need assistance  
resetting your password,  
please contact the MI HR  
Service Center toll free at  
1-877-766-6447.*

---

---

username, date of birth, and your secret identifying name. All passwords are mailed to the employee's home address on record within 1 business day after a successful password request.

### MI HR Gateway

<http://www.michigan.gov/selfserv>

---

## MI HR Information

Do you find it difficult surfing the web for human resource information? MI HR Information eliminates this difficulty for you!



This on-line knowledgebase contains an abundance of information about benefits, payroll, and human resources. Most importantly, it's conveniently tailored to you and your employment situation. MI HR Information also provides easy access to MI HR Self-Service, forms, useful contact information, Union Bargaining Agreements, and Civil Service Rules and Regulations.

### Logging in to MI HR Information

To access MI HR Information, go to the MI HR Gateway at [www.michigan.gov/selfserv](http://www.michigan.gov/selfserv), the same web page you currently use to access your MI HR Self-Service account. A third icon entitled "MI HR Information" is available on this page.



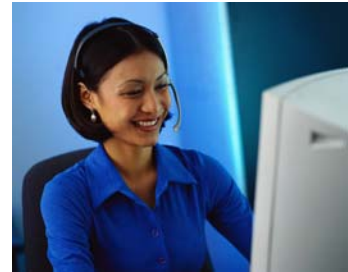
### What is my MI HR Information Username & Password?

You will use the same username and password you currently use to access your MI HR Self-Service account.

---

## MI HR Service Center

The MI HR Service Center can assist you with HR issues and questions like new hire benefit enrollment, benefit changes, payroll deductions, personal information changes, and more! They can also provide you with login, password, and navigation support for MI HR Self-Service and MI HR Information. A comprehensive list of services can be found on the next page.



### New Employees

Should you decide to participate in the State of Michigan's health, vision, dental, employee/dependent life, long-term disability (LTD) and flexible spending account benefits, you will need to contact the MI HR Service Center within 31 days of your hire date to enroll yourself and/or dependents in these insurances. Additional information can be found in your Benefits Summary & Enrollment Information brochure or can visit the Employee Benefits Division website at [www.michigan.gov/mdcs](http://www.michigan.gov/mdcs). Click "Employee Benefits" from the left menu then the "New Employee" link.

The MI HR Service Center is open from 7:00 a.m. to 6:00 p.m., Monday through Friday, except state holidays. The center has a staff of State of Michigan HR employees who are available to answer your questions, perform updates, or help to resolve any problems you may have related to your HR information.

---

### Contact The MI HR Service Center

Phone: (877) 766-6447 or  
(517) 335-0529

TDD: (517) 241-8046

Fax: (517) 241-5892

Mailing Address:

P.O. Box 30002

Lansing, MI 48909



---

## MI HR Service Center Services

### Benefits Information/Changes

Accidental Death & Dismemberment  
Dental Insurance  
Dependent Life Insurance  
Flexible Spending Accounts (Qualified Parking, Health Care, Dependent Care)  
Health Insurance  
Life Insurance  
Long Term Care Insurance  
Long Term Disability Insurance  
New Hire Enrollment for Benefits  
Personnel Files—Benefits/HIPAA  
Reliance Short Term Disability Insurance (State Police employees only)  
ReliaStar Life Plan (State Police employees only)  
Vision Insurance

### Personal Information/Changes

Birth Date  
Dependents (student status)  
Disability Status  
E-mail Address  
Emergency Contact  
Employment Verification  
Ethnicity  
Gender Code  
Home Address  
Home Phone  
Marital Status  
Name or Preferred Name  
Process Level Code Change for Re-hired Employees  
Residence City or Supplemental Address  
Veterans Status

### Open Enrollment

Flexible Spending Accounts  
Insurance Enrollment  
State Employee Combined Campaign (SECC)

### Payroll Information/Changes

Credit Union Deductions  
Direct Deposit (EFT)  
Federal, State & City Tax Deductions  
Friend of the Court (child support)  
Michigan Education Savings Plan (MESP)  
Michigan Education Trust (MET)  
Parking Deduction  
Savings Bonds  
SECC Campaign Contributions  
Tax Deferred Payments (TDP)  
Wage Assignments (alimony, student loans, IRS, etc.)

### MI HR Self-Service Support

Password Help  
Navigation Assistance  
Deferred Compensation (CitiStreet)

---

## Your Agency HR Office

While the MI HR Service Center will focus on HR services, information, and provide on-line support, your local HR office will continue to assist you with strategic issues such as recruitment, classifications, labor relations, disability management, selections, and processing your payroll. A comprehensive list of services can be found on the next page.



*HR Office Contact:* \_\_\_\_\_

### **Agency HR Office Phone Numbers**

#### **Agriculture**

(517) 373-1057

#### **Civil Rights**

(313) 456-3788

#### **Civil Service**

(517) 335-0309

#### **Community Health**

Contact Local HR Office

#### **Corrections**

Contact Local HR Office

#### **Education**

(517) 373-1733

#### **Environmental Quality**

(517) 241-7431

#### **History, Arts & Libraries**

(517) 241-4764

#### **Human Services**

Contact Local HR Representative

#### **Information Technology**

(517) 373-1000

#### **Labor & Economic Growth**

(517) 373-1850

#### **Lottery**

(517) 335-5602

#### **Management & Budget**

(517) 373-1000

#### **MEDC**

(517) 373-1850

#### **Military & Veterans Affairs**

Contact Local HR Representative

#### **Natural Resources**

(517) 373-1207

#### **State Police**

(517) 336-6527

#### **Transportation**

(517) 373-1620

#### **Treasury**

(517) 373-3172

---

## Agency HR Office Services

### Administration

Contractual Services Requests  
Disclosure of Interest  
EEO & Civil Rights Activities  
HR Training of Managers and Supervisors  
Licensure Documents for Employees  
Safety Issues  
Supplemental Employment  
Training & Development (if applicable)  
Unemployment Claims  
Workforce Planning

### Compensation & Benefits

Beneficiaries  
COBRA Notification  
Death of Employee or Dependent  
Departures (All)  
Gross Pay Adjustments  
Group 4 Employees Pay  
Hire Transactions  
Job Changes  
Layoff/Recall Transactions  
Lump Sum Awards  
Military Service Credit  
Orientation to Department  
Overtime Exemption Approvals  
Payroll Processing & Adjustments  
Performance Management Activities  
Personnel File (Official)  
Process Level Code Chg for Inter/Intra Dept Transfer  
Retirements  
Separation Payoffs  
Social Security Number Corrections  
Step and Grade Changes  
Step Increases  
Union Dues  
Work Phone Number

### Labor Relations

Arbitrations  
Grievance Activities  
Labor Relations Issues  
Pre-Employment Drug Test  
Random Drug Testing  
Union Transfer Requests

### Classifications

Establishments  
Reclassifications  
Reorganizations  
Working Out of Class

### Selections

Background Checks  
Credential Reviews  
Drivers License Checks  
Hiring Freeze Exempt  
Interview Panels  
Recruitment Activities  
Reference Checks  
Selection Criteria  
Selection File  
Vacancy Postings

### Disability Management

Ergonomic Assessments  
Leaves of Absence (Placing on & returning)  
Reasonable Accommodation Requests  
Worker's Disability Compensation

---

**State of Michigan  
Civil Service Commission  
MI HR Service Center**

Mailing Address:  
P.O. Box 30002  
Lansing, MI 48909

**Phone: (877) 766-6447 or  
(517) 335-0529**

TDD: (517) 241-8046

Fax: (517) 241-5892

**MI HR Self-Service & MI HR Information**

<http://www.michigan.gov/selfserv>

**Employee Benefits Division Website**

<http://www.michigan.gov/mdcs>



8/23/2007